



**Community and Economic Development
Development Services Division**
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3002
TTY 623-222-1002

COMMERCIAL BUILDING PERMITS

APPLICATION PACKET

SUBMITTAL FORMS INDEX	
Commercial Submittal Requirements	100
Agency Contact Information	200
Permit Application	201
Contractor/Contact Supplemental Form	202
Deferral Information/Form	203
Commercial Landscape Flow Chart	218A
Landscape Performance Bond	218
Landscaping Cost Estimate – EXAMPLE	220
Permit Fee Quote Request Form	300A
Special Inspection Agreement and Instructions	600
Special Inspection Certificate and Instructions	601
Bonding Requirements for Contractors	700
Vertical Pre-Construction Guidelines	800
Vertical Pre-Construction Certificate of Occupancy Statement of Understanding	801
Certificate of Occupancy Guidelines	900
Owner Improvement-Repair Affidavit	
Contractor Architect Civil Engineer Improvement-Repair Affidavit	
Substantial Improvement Determination	

APPLICATIONS MUST BE COMPLETED ENTIRELY AT TIME OF SUBMITTAL. REFER TO THE CHECKLIST BELOW TO ENSURE ALL DETAILS ARE INCLUDED FOR EACH APPLICATION.

1. Completed Application. It is the owner's responsibility to obtain a permit by completing an application which must be signed by the owner or owner's authorized agent. The application shall be submitted along with the site plans, building plans and specifications.

- Project Description: (one of the following) New Building; New Shell Building. Provide complete description of business operation. Provide a HMIS (Hazardous Materials Identification System) storage and manufacturing operations with quantities.
- Project Location: State the actual address of the project and the current Assessor's Parcel Number. If an address has not been established, the City will assign a permanent address.

2. Completed Contractor/Contact Supplemental form *REQUIRED*

- Applicants must provide the primary contact information for the project.

**NOTE: A City of Surprise business license is required to issue all permits. If applying, please allow two weeks to obtain a license. Some uses may require additional time for outside agency review Contact the Finance Department for licensing requirements at 623-222-1836.*

3. Addressing of facilities and temporary trailers:

- Digital plans shall show suite designations for facilities to be addressed for suite numbers that will be assigned by the City in the following format:
- CAD files (.dwg) shall be provided in the latest commercially available release of AutoCAD. Drawings are to be purged of all extraneous information, shall be "bound" to insert all reference files, shall be accompanied by any non-native fonts, and shall be free of complex file pathing which complicates file openings when transferred from the CDROM. Binding of reference files shall be done using AutoCAD's Xref "Insert" option so as to avoid layer and block name corruption. PC compatible CD in Datum NAD 83 (2002Adjustment) Arizona State Plane Coordinate Systems, Central Zone, and in decimal units. The subject parcel shall reference a minimum of two physical monuments and; the monuments shall be (a) section corner(s) and /or quarter corner(s) as surveyed under the Maricopa County Geodetic Densification and Cadastral Survey (GDACS) project and/or monuments recognized by the National Geodetic Survey (NGS) as B order or better. See Maricopa Website for details at www.mcdot.maricopa.gov/survey/home.htm.

4. Construction Plans: All documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the codes, relevant laws, ordinances, rules and regulations, as determined by the Building Official.

- All work shall comply with the following adopted codes and ordinances, as amended:

2006 International Building Code	2006 International Fire Code
2006 International Mechanical Code	2006 International Plumbing Code
2006 International Fuel Gas Code	2006 International Electrical Code
2006 International Energy Conservation Code	2005 National Electrical Code
Ordinance #07-08 (Local Code Amendments)	

- **Two sets of plans** (24"x36") drawn to scale prepared by an Arizona registered design professional unless the work is of a minor nature (i.e. painting, floor coverings and moveable partitions/casework). **Each building will require a separate submittal.**

a. Cover Sheet

- Address of the project, including the suite number, building number, and floor number if applicable.
- Provide a copy of the approved Planning and Zoning stipulations.
- Provide a building information block containing:
 - Use/Occupancy
 - Occupant load(s)
 - Type of construction
 - Square footage of each building or tenant space. Specify total under roof and total occupied space.
 - Fire sprinklers (Y/N)
 - Fire alarms (Y/N)
 - Number of required exits
 - Exits provided
 - Number of floors/Area per floor
- Provide a code summary, referencing adopted codes and addressing area calculations and construction type for each use (separated and non-separated), incidental use area and accessory use area.
- Provide an analysis for area and/or height increases.
- For shell buildings, identify the building as a "shell" and indicate the extent of the work.

b. Site Plan (scale 1" = 20' is recommended)

- Indicate accessible routes from each accessible entrance to a public way, including ramps as required.
- Identify the property lines with dimensions.
- Indicate all buildings and structures both existing and proposed and label.
- Show public rights of way with curbs, sidewalks and utility easements.
- Show all parking spaces both standard and accessible and provide parking calculations.
- Indicate the North direction.
- Provide all building setbacks to property lines and distances between buildings/structures on the subject parcel and on adjacent parcels.
- Show all retention and landscape areas.
- Show all proposed site improvements – walls, monuments, lighting, trash enclosures, shade structures, landscape irrigation controllers and backflow assemblies, etc.

c. Floor Plan(s) (scale 1/4" = 1')

- Show a complete floor layout including all fixed equipment.
- Provide a wall schedule to identify walls to be demolished, new/existing, bearing/non-bearing, fire walls/barriers/partitions, shafts, vertical exit closures and different height walls.
- Identify and dimension the following:
 - Rooms/areas
 - Windows and doors
 - Door hardware
 - Fixture and equipment locations
 - Permanent racks/counters/fixed furnishings
- Include an exiting plan to identify means of egress, exit criteria and accessible routes from all areas, including aggregate occupant loads and exit widths.
- Provide a complete and detailed interior ADA accessibility plan.

d. Roof Plan (scale 1/4" – 1')

- Indicate roof materials, slopes and drainage.
- Show roof drains and scupper locations with details, as well as parapets, roof mounted equipment access and working clearances.
- If pre-manufactured trusses are used provide 2 copies of the truss details to include calculations and the layout sheets.

**Note: Trusses (steel and wood) may be deferred, complete Form 203.*

e. Elevations (scale ¼" = 1')

- Provide details indicating exterior finishes, roof pitches and building heights per approved plans.

f. Building Sections/Details (scale ¼" = 1')

- Indicate structural system(s), interior/exterior finishes, fire resistive construction and insulation as applicable.
- Indicate how fire resistive integrity will be maintained where penetrations are made for plumbing, mechanical and electrical items.
- Provide details of all site improvement items – walls, monuments, lighting, trash enclosures, shade structures, irrigation system equipment, etc.

g. Structural Plans (scale ¼" = 1')

- Provide foundation, wall, floor, and roof framing plans.
- Provide connection details.
- Provide structural calculations analyzing all gravity, lateral, & special loads.
- Provide a soils report or engineering assessment.
- For remodels and alterations, provide structural evaluation addressing additional loading to building.
- Identify all elements of construction requiring special inspection per IBC Chapter 17.

h. Plumbing (scale ¼" = 1')

- Provide a complete floor plan of all plumbing fixtures and installations.
- Provide a plumbing isometric drawing for supply, drain, waste and vent systems to include:
 - Water meter size and fixture unit calculations
 - Length and size of supply and branch piping
 - Water service pressure loss calculations
- Indicate the required access to rooftop or above ceiling equipment.
- Provide a one-line gas isometric drawing to include:
 - Total developed length of pipe from the meter to the furthest appliance
 - Total BTU/CFH demand
 - Total BTU/CFH rating of each appliance
 - State the size, type and length of each pipe section in the system
 - State the IPC table number used to size the pipe

i. Energy Conservation

- IECC 2006 – COM-check <http://energycode.pnl.gov/COMcheckWeb>, or ASHRAE 90.1 - 2004

j. Mechanical (scale ¼" – 1')

- Provide a complete mechanical floor plan to include locations, types and sizes of duct work, a/c units, air handlers, diffusers, etc.
 - Include manufacturer's model numbers
- Indicate condensate line locations, materials and terminations.
- Indicate the required access to rooftop or above ceiling equipment.
- Show how you comply with the 2006 IMC Section 403.3 for ventilation and Section 301.2 for system efficiency, controls and component insulation.

k. Electrical Plans (scale ¼" = 1')

- Indicate locations for services, panel boards, devices, and other energized equipment
- Provide a one line drawing of the complete electrical system, including bonds and grounds
- Provide load calculations
- Indicate the SES voltage, ampacity, phases and over-current devices
- Provide a lighting floor plan with switching and fixtures
- Provide a power floor plan showing receptacles and connected loads
- Provide an exterior lighting plan including fixture types and wattage. Specify conductor and conduit types and sizes
- Provide the name plate rating of all motors, elevators, a/c units and other equipment
- Provide a schedule for each main and sub panel showing :
 - Designation of the panel (panel letter, number, name)
 - Size of main breaker, as applicable
 - AFC (available fault current), fault current calculations and panel AIC rating.
 - Total load calculations
- Indicate premises identification tagging for switches and panels
- Identify any hazardous or classified areas

l. Fire Sprinkler Plan(s) (scale ¼" = 1')

- Submit results of a water flow test sealed by an Arizona registered design professional (Fire Protection Engineer, Professional Engineer, NICET III, or NICET IV).

**Note: Water flow test results must be approved prior to building submittal.*

- Provide a complete fire sprinkler design, including:
 - Use, hazard, and commodity classifications
 - Identify special hazards, including hazardous materials or operations and high-piled storage and quantities
 - Indicate all building fire separations and sprinkler zones
- Provide building section(s). Indicate ceiling construction and protection of concealed spaces

Fire Sprinkler Plan (continued)

- Indicate system density, area of application and in-rack/hose demands, if applicable
- Indicate outside hose demand and provide recent flow test information per NFPA 25
- Label riser room access
- Provide riser details, including vertical double check valve assemblies per City of Surprise approved details
- Provide complete hydraulic calculations for hydraulically designed systems

**Note: If requesting a deferral of plans, Form 203 shall be completed and included with the initial submittal. In addition, plans shall be submitted prior the city granting approval of the building permit.*

m. Fire Alarm Plan (scale ¼" = 1') sealed by a Fire Protection Engineer, Professional Engineer, NICET III, or NICET IV.

- Indicate fire alarm equipment and device locations, including:
- Fire alarm systems with full system information (Class "A" addressable)
- Manufacturers' cut sheet information
- Battery calculations, voltage drop
- Single line drawings for a complete system
- Fully automatic fire alarm system
- No manual pull stations; except at FACP testing

**Note: If requesting a deferral of plans, Form 203 shall be completed and included with the initial submittal. In addition, plans shall be submitted prior the city granting approval of the building permit.*

n. Fire Access and Signage (scale ¼" = 1')

- Cross streets and intersections
- Emergency vehicle sign locations
- Project name and location
- Property lines and construction area
- Access roads that are a minimum of 20 feet wide with a vertical clearance of 14 feet.
- Two Points of access are required. Three points are required if the building height exceeds 30 feet.
- Turning radii with 45 feet-0 inch minimum outside radius and 19 feet-6 inch maximum inside radius.
- A minimum of one (1) approved fire hydrant capable of supplying the required fire flow that is within 400 feet travel distance of all combustibles.

- The following statements must be noted on plans:
 - * *Access roads will be designed and maintained by the contractor/builder*
 - * *Access surface will be ABC compacted to support 75,000 lbs.*

4. Landscaping Cost Estimate or Signed Contract (See example Form 220)

5. Recorded Deed/Proof of Ownership

- All permit applications for commercial, tenant improvement, demolition; custom home and residential factory built buildings shall include a recorded deed or suitable evidence of ownership if ownership has changed within the last six (6) months. For tenant improvements, either a deed or copy of the lease agreement is required.

6. Fees*

- Plan review and administrative processing fees are required at time of submittal and are non-refundable.
- Addressing at time of permit:
 - \$ 10.00 per address from dedicated access
 - \$ 25.00 per address from private easement or to vacant property

*Refer to <http://www.iccsafe.org/cs/Pages/BVD.aspx> for the most current valuation table.

7. Construction Trailers

- Provide 2 copies of a site plan (see site plan submittal requirements above).
- Identify the location of the electrical meter pedestal on the site plan.
- Provide 2 copies of a one line diagram

***Note: Separate submittals required for construction trailers and civil.**

8. Asbestos NESHAP

- For all demolition projects, you as the owner/operator are responsible for all phases of asbestos removal, transportation and disposal. For more information, please contact Maricopa County's Asbestos NESHAP at www.maricopa.gov/aq

9. A floodplain use permit may be required for properties located within a floodplain, prior to submitting an application for a building permit. Please contact Maricopa County Flood Control District for more information.

AGENCY CONTACT INFORMATION

City of Surprise Departments:

Planning and Zoning Information
(623) 222-3011

Building Inspections
(623) 222-3012

Fire Inspections
(623) 222-3012

Building Safety/Development Services
(623) 222-3000

Code Enforcement
(623) 222-3013

Public Works – Utilities
(623) 222-7000

Public Works – Transportation-Engineering Division
(623) 222-6150

Business License
(623) 222-1836

Miscellaneous Departments:

Registrar of Contractors
(602) 542-1502

Maricopa County Flood Control
(602) 506-1501

Blue Stake
(602) 263-1100

Maricopa County Assessor
(602) 506-3406

Arizona American Water
(623) 445-2441

Maricopa County
Environmental Services
Asbestos Coordinator
(602) 506-6708

State of Arizona
Office of Manufactured Housing
(602) 364-1003

City of El Mirage
Water Services
(623) 933-1228

Maricopa County
Health Dept.
(602) 506-6900



PERMIT/PLAN REVIEW APPLICATION

Applicant to Complete Numbered Fields Only

OWNER INFORMATION			PROJECT INFORMATION		
1.Name:			6.Development Name:		11.Lot/Space:
2.Address:			7.Subdivision Name:		12.MCR:
3.City/State/Zip:			8.Assessor's Parcel Number (APN):		13.Acreage:
4.Phone:		Alternate:	9.Valuation of Project:		14.Related Case(s):
5.Email:			10.Project Address and Zip:		
DESCRIPTION OF PROJECT					
15.					
UTILITY PROVIDERS					
16.Electric Co:		17.Gas Co:		18.Water Co:	
				19.Sewer Co:	
ENGINEERING PLAN REVIEW			COMMERCIAL PERMIT		
Grading	<input type="checkbox"/>		Business Name:		
Water	<input type="checkbox"/>		New Building	<input type="checkbox"/>	
Sewer	<input type="checkbox"/>		Tenant Improvement	<input type="checkbox"/>	
Paving	<input type="checkbox"/>		Factory Built Building	<input type="checkbox"/>	
Concrete	<input type="checkbox"/>		Landscape	<input type="checkbox"/>	
SWPPP	<input type="checkbox"/>		Pool/Spa	<input type="checkbox"/>	
SWPPP Manual	<input type="checkbox"/>		Surface Area		
Improvement	<input type="checkbox"/>		Other:	<input type="checkbox"/>	
Street Lights	<input type="checkbox"/>				
Traffic Signals	<input type="checkbox"/>		RESIDENTIAL PERMIT		
Signage and Striping	<input type="checkbox"/>		Single Family Residence	<input type="checkbox"/>	
Drainage Report	<input type="checkbox"/>		Accessory Building	<input type="checkbox"/>	
Water Model Report	<input type="checkbox"/>		Alteration/Addition	<input type="checkbox"/>	
Dry Utility	<input type="checkbox"/>		Pool/Spa	<input type="checkbox"/>	
FIRE PERMIT			Surface Area		
LP Gas	<input type="checkbox"/>		Manufactured/Factory Built Building	<input type="checkbox"/>	
TUP	<input type="checkbox"/>		Landscape	<input type="checkbox"/>	
Other:			Other	<input type="checkbox"/>	
UTILITY PERMIT			OTHER		
Electric	<input type="checkbox"/>		Signs	<input type="checkbox"/>	
Plumbing	<input type="checkbox"/>		Type:	Height:	Linear Feet:
Mechanical	<input type="checkbox"/>		Fences	<input type="checkbox"/>	
Other:			Type:	Height:	Linear Feet:
The owner or authorized agent for the owner of the subject lot or parcel guarantees the information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations.					
20.			21.		
OWNER/AGENT PRINTED NAME		DATE	OWNER/AGENT SIGNATURE		DATE

CONTRACTOR/CONTACT SUPPLEMENTAL FORM

LICENSED CONTRACTOR VERIFICATION

Verify that you are a licensed contractor under ARS Title 32, Chapter 10, by providing the information below.

I am currently using a licensed contractor:

Name: _____ City Business License No. _____
License No. ROC: _____ License Class: _____

I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. § 32-1121A., namely:

- ☐ A.R.S. § 32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.
- ☐ A.R.S. § 32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractor's names and license numbers will be included in all sales documents.
- ☐ Other _____
(please specify)

I understand that the exemption provided by A.R.S. § 32-1121A.14 (the Handyman Exemption) does not apply to any construction project which requires a building permit and/or the total cost of materials and labor are \$1000 or more.

I will be using the following licensed contractors on this project: **City of Surprise**
Contractor/Company name License Number ROC Class Business License No.

Contractor/Company name	License Number	ROC	Class	Business License No.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Owner/Agent Printed Name: _____ **Owner/Agent Signature:** _____

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S. § 13-2704.

PRIMARY CONTACT INFORMATION (Required)*

Business Name

Address

Contact Person 1/Title

Contact Person 2/Title

Phone Number

Phone Number

Fax Number

Fax Number

Email

Email

Effective 1/1/07, only the primary contact above will be notified of submittal status or permit approval.

DEFERRAL INFORMATION

The drawings referenced below may be deferred at submittal:

- Trusses (steel and wood)
- Special structural components (rigid frames and moment frames)
- Energy management systems
- Racking plans
- Hood systems*
- Fire Sprinklers*
- Fire Alarms*

Deferrals, also known as shop drawings may be requested upon submittal of the following requirements:

- A completed Deferral Form and a payment of \$165.00 for each deferred item must accompany the permit application submittal.
- The Engineer of Record (for the deferred item) must provide written confirmation that detailed plans will be reviewed prior to deferral.
- Plans for the deferred item must be reviewed and approved prior to calling for any inspections.
- * Applicant shall complete Deferral Form 203
- * Plans (shop drawing) shall be submitted prior the city granting approval of the building permit.

Note: Tenant Improvements cannot defer Fire Sprinklers, Fire Alarms, or Hood Systems.



**Community and Economic Development
Development Services Division**
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3002
TTY 623-222-1002

DEFERRAL FORM

Please list the deferred items below. A fee of one hundred sixty five dollars (\$165.00) will be assessed for each deferred item listed. Any item(s) not listed shall not be eligible for deferral.

Plan review fees for each item listed will be collected at the time plans are initially submitted.

Deferred Item(s):

1. _____
2. _____
3. _____
4. _____
5. _____

Project Name: _____

Project Address: _____

Applicant Name and Title: _____

Phone: _____ Fax: _____ Email: _____

Sign

Date

Permit Number: _____

Bond Number _____ Bond Amount _____

KNOW ALL MEN BY THESE PRESENTS, **that we:** _____

_____ (hereinafter "Principal"), as Principal and, _____

_____ (hereinafter "Surety"), a corporation organized and existing under the laws of the State of _____, with its principal office in the City of _____, holding a certificate of authority to transact surety business in Arizona, as Surety, are held and firmly bound unto the **City of Surprise, Arizona** (hereinafter "Obligee"), in the amount of: _____ Dollars

(\$_____), for the payment whereof, the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has agreed to construct the following improvements _____

_____ (“Improvements”), pursuant to a development agreement with the Obligee or a final plat or site plan approved by the Obligee (both of which shall be hereinafter referred to as the Contract”).

WHEREAS, payment shall be made by Surety to Obligee upon failure of Principal to faithfully perform and fulfill all the undertakings, covenants, terms, conditions and agreements of the Contract regarding the construction of the Improvements and presentation of such to Surety by a claim stating that:

“the Principal is in default, such condition has existed for over 90 days, and the Obligee is hereby exercising its rights under bond no. _____”

which has been prepared and signed by the Obligee's engineer and witnessed by a notary.

(continued on next page)

(continued from previous page)

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal faithfully performs and fulfills all the undertakings, covenants, terms, conditions and agreements of the Contract regarding the construction of the Improvements during the original term of said Contract and any extension of the Contract, with or without notice to the Surety, and during the life of any guaranty required under the Contract, and also performs and fulfills all the undertakings, covenants, terms, conditions, and agreements of all duly authorized modifications of the Contract regarding the construction of the Improvements that may hereafter be made, notice of which modifications to the Surety being hereby waived, then the above obligation is void. Otherwise it remains in full force and effect.

PROVIDED, HOWEVER, that this bond is executed pursuant to the provisions of Title 34, Chapter 2, Article 2, of the Arizona Revised Statutes, and all liabilities on this bond shall be determined in accordance with the provisions of Title 34, Chapter 2, and Article 2, Arizona Revised Statutes, to the same extent as if it were copied at length in this agreement.

The prevailing party in a suit on this bond shall recover as part of the judgment reasonable attorney fees as may be fixed by a judge of the court.

Witness our hands this _____ day of _____, 20____.

PRINCIPAL SEAL

BY:_____

SURETY

BY:_____

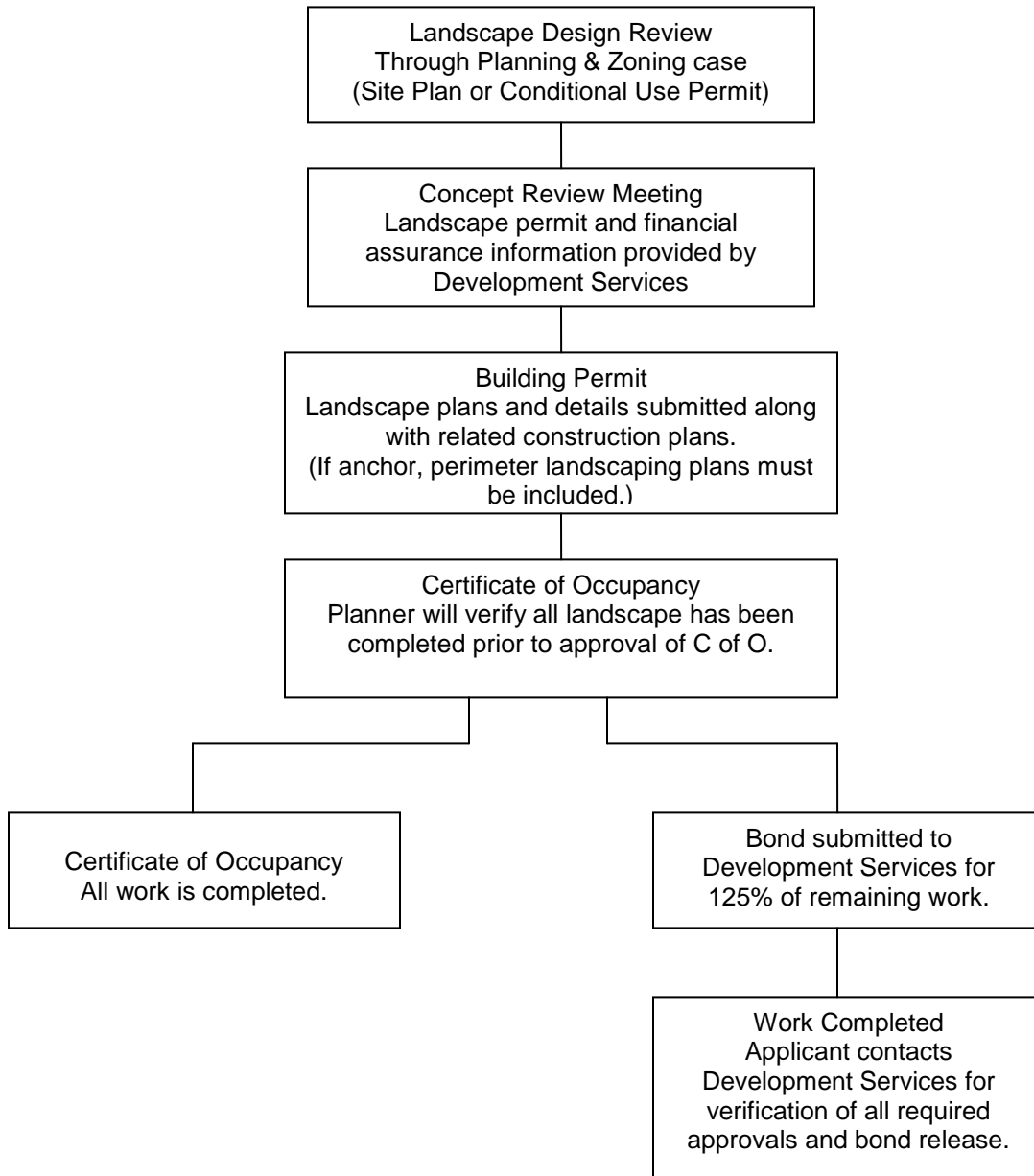
TO BE SIGNED AFTER EXECUTION

I have reviewed this bond and certify that the amount of the bond represents the City's estimated costs to construct the improvements.

COMMUNITY DEVELOPMENT DIRECTOR



COMMERCIAL LANDSCAPE FLOW CHART





EXAMPLE

(DATE)

City of Surprise
16000 N. Civic Center Plaza
Surprise, AZ 85374

Re: (Project name-parcel)

Dear Community Development,

Based on the landscape and irrigation plans, the following items listed below need to be installed in order to finalize this project. For permit purposes, we have assigned a construction cost estimate for each item.

A.	Landscape	
	1. Landscape & irrigation (lump sum)	\$0,000.00
	2. Backflow preventers (2)-2" @ \$0,000.00	\$0,000.00
	3. Irrigation controllers (2) @ \$0,000.00	\$0,000.00
	4. Power pedestal (2) @ \$0,000.00	\$0,000.00
	5. Water meter (2)-2" @ \$0,000.00	\$0,000.00
	Total	\$000,000.00
B.	Walls	
	1. 6" CMU-6' height (theme) 3,250 LF	\$0,000.00
	2. 6" CMU-6" height (secondary) 1,680 LF	\$0,000.00
	3. 6" CMU-8' height (secondary) 1,385	\$0,000.00
	4. 6" CMU/Wrought iron-6' height (view) 710 LF	\$0,000.00
	5. Planters 300 LF	\$0,000.00
	6. Fencing (wood, chain link, etc) 710 LF	\$0,000.00
	7. Gates	\$0,000.00
	Total	\$000,000.00



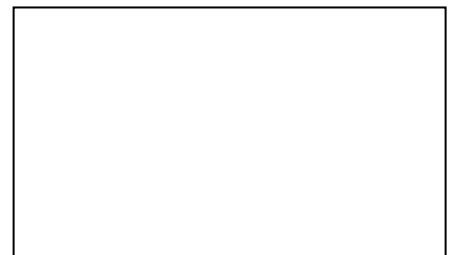
C.	Features	
	1. Ramada (16'square) (2) @ \$00,000.00 each	\$0,000.00
	2. Drinking fountains (2) @ \$000.00 each	\$0,000.00
	3. Monuments (2) @ \$00,000.00 each	\$0,000.00
	4. Lighting	\$0,000.00
	5. Water feature (2) @ \$00,000.00 each	\$0,000.00
	6. Pool (2) @ \$00,000.00 each	\$0,000.00
	Total	\$000,000.00

Grand Total
\$000,000.00

If you should have any question or require additional information, please give me a call.

Sincerely,

Registered Landscape Architect



Registered Landscape Architect



**Community and Economic Development
Development Services Division**

16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3002
TTY: 623-222-1002

BUILDING PERMIT AND DEVELOPMENT FEE QUOTE REQUEST

The following information must be provided in order to process your fee calculation request:

- Project name
- Planning and Zoning case number (if applicable)
- A copy of the site plan (if available)
- Project address or major cross streets
- Site acreage (gross)
- All Occupancy and Construction Types
- Square footage of each Occupancy Type
- Number of stories, include square footage of each story
- Square footage of canopies (if applicable)
 - Includes: patio cover/area, porte-cochere, and drive thru
- Water meter size, type, and quantities
- Number of buildings
- Number of units (if applicable - include the # of units per building)
- Deferrals
- Phasing
- Landscape Cost Estimate

Note: Information requested above can be provided on a separate sheet if necessary.

I _____, owner/authorized agent am requesting a building permit and development fee quote for the _____ project. I will provide information to the best of my knowledge in order to obtain the cost estimate of the permit and development fees for my project.

OWNER/AGENT SIGNATURE

DATE

Contact: _____ ☐ Architect ☐ Contractor ☐ Other: _____

Phone: _____ Fax: _____

Address: _____ E-Mail: _____

Note: For submittal fees this form must be faxed to 623-222-3002 prior to login of plans

Department Use Only

Date Requested: _____ Received By: _____

Calculated by: _____ Date: _____ Fee Calculated: _____

Special Inspection and Testing Agreement Instructions

Applicants for building permits requiring special inspection per Chapter 17 of the 2006 International Building Code (IBC) must complete the attached agreement form and certificate prior to the issuance of permits.

- The project owner, architect or engineer of record, contractor and special inspector or firm must sign and date the agreement where indicated. Designated special inspectors shall provide evidence of qualifications and should carry approved identification at all times when performing special inspections.
- The owner, the engineer or the architect of record, acting as the owner's agent, shall complete the Special Inspection Certificate form including the required seals and signatures.

Building Permit Number: _____

Project Name/Address: _____

Approval of Special Inspections: Each special inspector shall be approved by the Building Safety Division prior to performing any duties. Each special inspector shall submit his/her qualifications to the Building Safety Division and is subject to a personal interview for pre-qualification. Special inspectors shall possess approved identification when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of the 2006 IBC, Chapter 17. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector

1. Observe Work

The special inspector shall observe the work for conformance with the Building Safety Division approved (stamped) design drawings and specifications and applicable workmanship provisions of the IBC. Architect/engineer reviewed shop drawings and/or placement drawings may be used only as an aid to be inspected. Special inspections are to be performed on a continuous basis, meaning that the special inspector is on site in the general area at all times observing the work requiring special inspection. Periodic inspections, if any, must have prior approval by the Building Safety Division based

Community and Economic Development

16000 N. Civic Center Plaza, Surprise, Arizona 85374 623.222.3000 Fax 623.222.3002 TTY 623.222.1002

on a separate written plan reviewed and approved by the Building Safety Division and the architect or engineer of record.

2. Report Nonconforming Items

The special inspector shall bring nonconforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the Building Safety Division by telephone or in person, notify the engineer or architect and post a discrepancy notice.

3. Furnish Daily Reports

Each special inspector shall complete and sign both the special inspection record and the daily inspections report form. The records and reports are to remain at the jobsite with the contractor for review by the Building Safety Division's inspector.

4. Furnish Weekly Reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Safety Division, project engineer or architect and others as designated. The reports must include the following:

- Description of daily inspections and tests made with applicable locations;
- Listing of all nonconforming items;
- Report on how nonconforming items were resolved or unresolved as applicable; and
- Itemized changes authorized by the architect, engineer and Building Safety Division, if not included in nonconformance items. Proposed changes to the approved plans must be submitted to the Building Safety Division before the work can be covered and must bear an original seal/signature of the architect/engineer of record.

5. Furnish Final Report

The special inspector or inspection agency shall submit a final signed report to the Building Safety Division and the architect/engineer of record noting that all items requiring special inspection and testing were fulfilled, reported and to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the IBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

B. Contractor Responsibilities

1. Notify the Special Inspector

The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the Building Safety Division approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

2. Provide Access to Approved Plans

The contractor is responsible for providing the special inspector access to approved plans at the jobsite.

3. Retain Special Inspection Records

The contractor is also responsible for retaining at the jobsite all special inspection records submitted by the special inspector, and providing these records for review to the Building Safety Division's inspector upon request.

C. Building Safety Division Responsibilities

1. Approve Special Inspection

The Building Safety Division shall approve all special inspectors and special inspection requirements.

2. Monitor Special Inspection

Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Safety Division's inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

3. Issue Certificate of Occupancy

The Building Safety Division may issue a Certificate of Occupancy only after all special inspection reports and the final report have been submitted and accepted.

Acknowledgements

I have read and agree to comply with the terms and conditions of this agreement.

Owner:

Printed Name

Signature

Contractor:

Printed Name

Signature

Special Inspector or Inspection Agency:

Printed Name

Signature

Project Engineer/Architect:

Printed Name

Signature

Accepted for the Building Safety Division:

Title

Date

Instructions For: Special Inspection Certificate

- **Certificate of Inspection by Owner:** The project owner or owner's agent is to identify the project architect, project engineer and project general contractor and sign the form.
- **Special Inspection Responsibility Certificate:** The project owner, architect or engineer (registrant of record) is to designate the special inspection firm and/or individuals, seal, sign and date the form in the space provided, as applicable. This section is not to be completed by the special inspection firm.
- **Certificate of Compliance:** The last section is to be completed by the project owner, architect or engineer at the completion of the project, signed, sealed, dated and delivered to the Building Safety inspector at the final inspection for the project.

Return the Special Inspection Certificate with original seal and signature for permit issuance.

Special Inspection Certificate

Project Name:		Date:	
Project Address:		Permit Number:	
Type of Inspection			
<input type="checkbox"/> Bolts in Concrete <input type="checkbox"/> Concrete <input type="checkbox"/> Ductile Moment-Resisting Concrete Frame <input type="checkbox"/> EIFS – Exterior Insulation and Finish System <input type="checkbox"/> Expansion-Epoxy Anchors <input type="checkbox"/> High Strength Bolting <input type="checkbox"/> Insulating Concrete Fill <input type="checkbox"/> Medical Gas/Vacuum Lines <input type="checkbox"/> Pilings, Drilled Piers and Caissons <input type="checkbox"/> Reinforced Gypsum Concrete <input type="checkbox"/> Electrical Service Entrance Section 1000 AMPS or Greater (UL-891) Potential Test	<input type="checkbox"/> Reinforcing and Prestressing Concrete Tendons <input type="checkbox"/> Reinforcing Steel <input type="checkbox"/> Shotcrete <input type="checkbox"/> Smoke Control Systems <input type="checkbox"/> Special Cases <input type="checkbox"/> Special Grading, Excavating and Filling <input type="checkbox"/> Spray-Applied Fireproofing <input type="checkbox"/> Structural Masonry <input type="checkbox"/> Type I Exhaust <input type="checkbox"/> Welding <input type="checkbox"/> Other- <input type="checkbox"/> Other-		
Certificate of Inspection by Owner/Agent (To be completed by project owner/agent prior to permit issuance)			
Per the International Building Code (IBC), Chapter 17, certain aspects of the proposed construction work are to receive special inspection, by the Architect, Engineer or Special Inspector employed by me. I certify that the construction described on this form will receive such special inspection.			
Project Architect (print name):		Project Contractor (print name) :	
Project Engineer (print name):		Print name of Owner/Agent and Signature of Owner/Agent:	
Special Inspection Responsibility Certificate: (To be completed by project architect, engineer, or owner prior to permit issuance)			
I certify that I am familiar with the design of the above named project and in accordance with IBC Chapter 17; I do hereby assume full responsibility for designating the special inspectors and reviewing Special Inspection reports as listed above. Inspection reports will be filed with the Building Safety Division as required under IBC, Sec. 1704.1.2. The following individual(s) will be field inspector(s) and will be present at the job site to render a full, complete and competent special inspection.		Seal and Wet Signature	
Qualified Special Inspector Name(s):	Specialty:		
Certificate of Compliance (To be completed prior to final inspection):			
I certify, to the best of my knowledge, that the design requirements of the approved construction documents for which Special Inspection(s) were required have been complied with. A guarantee that the project contractor has fulfilled his contractual obligation is neither intended nor implied.		Seal and Wet Signature	
Architect, Engineer, or Owner Responsible for Special Inspection:			



**Community and Economic Development
Development Services Division**
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3002
TTY: 623-222-1002

ARIZONA DEPARTMENT OF REVENUE BONDING REQUIREMENTS

Contractors

The following are guidelines for compliance with ARS 42-5007. This law requires that all building authorities obtain a certificate from the Arizona Department of Revenue (ADOR) to ensure that the bonding requirement has been met prior to issuing any building permit for projects of \$50,000 (or more) in value.

For projects of more than \$50,000 in value, contractors must present one of the following types of certificates prior to being issued a building permit:

- a. An Annual Bond Exemption Certificate;
- b. A One-time Exemption Bond Certificate (for the project);
- c. Or a receipt for a bond which identifies the project.

For those contractors with an Annual Bond Exemption Certificate, please ensure that the expiration date has not passed or expired prior to submitting a copy to our office.

If your Annual Bond Exemption Certificate has expired, you do not have a certificate, or you need a One-Time Exemption Bond Certificate or receipt, contact the Arizona Department of Revenue at 602-716-6056.

Project address: _____

Value of Contract: _____

You may fax us a copy of your Annual Bond Exemption Certificate. The Arizona Department of Revenue will fax the One-Time Exemption Bond Certificate or receipt directly to us. Faxes should be sent to:

City of Surprise, 623-222-3002
Attention: **Development Services**

VERTICAL PRE-CONSTRUCTION CONFERENCE (VPC)

1. Meeting guidelines and scheduling procedures:

a. Meeting Purpose and Requirements:

A mandatory VPC meeting is required prior to building permit issuance for all new commercial projects including shell buildings. The meeting is not required for tenant improvements. However, the property owner may invite tenants to VPC's for shell buildings. The meeting is required to convey critical information regarding project stipulations, inspection procedures, Certificate of Occupancy procedures, site development permits (infrastructure, landscaping, signage etc), plan changes and business licensing.

b. Attendees:

Attendance is mandatory for the job superintendent and project manager. Property owner attendance is optional. The Building Official or Inspector Supervisor shall lead the meeting and direct interactions between applicants and city staff. The following city divisions shall be represented at the meeting:

- Planning and Zoning
- Building Safety
- Development Services

c. Scheduling:

Development Services will schedule the meeting after building plan approval, but prior to building permit issuance. VPC meetings will be held as scheduled by the Development Services Division.

d. Meeting Guidelines:

The meeting duration will be 60 minutes. Discussion topics are outlined in the Vertical Pre-Construction Conference Agenda.

e. Meeting Location:

The meetings will be conducted in the Community and Economic Development Conference Room located at 16000 N. Civic Center Plaza, Surprise, AZ 85374.



**Community and Economic Development
Development Services Division**
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3002
TTY:623-222-1002

Certificate of Occupancy/Letter of Compliance Statement of Understanding

I, _____, authorized agent for _____
(Applicant) (Project name)

attended the Development Services Pre-Construction Conference on _____.
(Date)

The undersigned hereby presents and warrants that I have received and reviewed documentation detailing the necessary clearances and requirements for issuance of the City of Surprise Certificate of Occupancy.

I am aware that the city must receive a complete set of drawings of the approved construction documents on disk (TIF) files prior to C of O/Letter of Compliance issuance and have received the requirements for submittal/approval. I understand that it is in my best interest to contact Development Services at least two weeks in advance of requesting a C of O/Letter of Compliance. I've been informed that the C of O/Letter of Compliance may take up to two business days for processing.

Project name: _____

Project address(s): _____

Owner/Agent (Print)

Owner/Agent (Signature)

Date

Development Services Staff
City of Surprise

Date

CERTIFICATE GUIDELINES

A **Certificate of Occupancy** is issued for all occupied commercial buildings and tenant improvements. This shows all work has been completed and the code requirements have been met. This allows the building or portion thereof to be open for business to the public.

A **Certificate of Completion** is issued for shell buildings and miscellaneous alterations. This shows all work has been completed and the code requirements have been met. The building or portion thereof *cannot* be occupied with a Certificate of Completion.

A **Temporary Certificate of Occupancy** is for commercial buildings and tenant improvements. This is available for stocking of merchandise, training of employees, and related uses as approved by the Building Official.

Prior to issuance of any certificate the following requirements must be met:

- ☐ Submit electronic plan set on CD. Files shall contain all civil, architectural, structural, mechanical, plumbing, electrical, and fire plans.

Formatting requirements:

- TIFF, Group 4 Compressed Bitmap
 - Aerials (8-bit grayscale)
 - Proper orientation
 - Legible and fully represent the approved set of drawings.
 - Files shall be named accordingly, as specified per sheet index.
 - Projects containing multiple buildings shall be separated by building type.
 - Include all used blocks, fonts, xref's, etc.
- ☐ A completed application for a city business license must be submitted to the Finance Department. Contact 623-222-1836 for further information.
Note: A business license is not required for a Certificate of Completion
- ☐ All required approvals obtained

Prior to any certificate being issued all required disciplines will need to be approved. Field inspections are performed by Planning and Zoning, Engineering, Fire Safety, and Building Safety. Please note the numbers listed below to contact for inspections and approvals.

Engineering Development Services (623-222-6150)

Notice Required: 48-Hour Notice

Inspection Type: Final C of O, Final C of C, or Temp C of O

When: This inspection is required when the entire infrastructure is complete. The Engineering inspectors will verify all infrastructure improvements from the right-of-way to the building. Infrastructure improvements include but are not limited to Improvements, Water, Sewer, Paving, Grading, Drainage, SWPPP, Signage and Striping, Fire Lines, etc.

Frequency: Multiple inspections required during construction

Fire Safety (623-222-3012)

Notice Required: 24-Hour Notice

Inspection Type: Final C of O (760), Final C of C (762), or Temp C of O (761)

When: This inspection is required when all Fire requirements have been met. The Fire inspectors will verify fire extinguishers, fire lanes and access to building, fire flow for building, fire hydrants, fire alarm systems, fire protection systems, exiting systems, fire rated separations, premises address, Fire Department key safe, etc.

Frequency: Multiple inspections required during construction

Building Safety (623-222-3012)

Notice Required: 24-Hour Notice (all inspections request must be called in for prior to 4:00 p.m.)

Inspection Type: Final C of O (690), Final C of C (688), or Temp C of O (689)

When: This inspection is required when all Building Safety requirements have been met. The Building Inspector will verify the foundation, under slab, diaphragms, masonry, walls and cover, above grid, electrical, plumbing, mechanical, etc.

Frequency: Multiple inspections required during construction

Planning/Zoning (623-222-3011)

Notice Required: 48-Hour Notice

Inspection Type: Final C of O, Final C of C, or Temp C of O

When: This inspection is required when the project is complete. They will verify site plan compliance, landscape plan compliance, and architectural elevation plan compliance.

Frequency: One time at the end of completion; pending approval, other inspections may be required.

Public Works - Utilities (623-222-7000)

Notice Required: 24-Hour Notice, if water provider is City of Surprise,
7-Day Notice, if water provider is Arizona American Water

Inspection Type: Final C of O, Final C of C, or Temp C of O

When: This approval is obtained by phone or in person at the Water Services Department. The approval is requested after Engineering Inspectors have approved their portion of work. Water Services verifies there are no outstanding Development Fees and proper approvals were obtained. If the water provider is Arizona American an email of their approval letter is required prior to Water Services being able to sign off.

Development Services (623-222-3000)

Notice Required: N/A

Inspection Type: N/A

When: After final Fire and Building inspections have been approved, an electronic notification will be sent to staff to begin processing your certificate. Development Services will complete the administrative processing. Which includes: verifying a business license has been applied for, the electronic plan set has been received, all outstanding fees have been paid, and approvals obtained from all required departments. The applicant will be notified when the certificate is available for pick up.

Owner
IMPROVEMENT/REPAIR AFFIDAVIT

Building Permit #: _____

Contractor/Architect/Civil Engineer Name: _____

License#: _____

Owner Name: _____

Address: _____ Phone: _____

I hereby attest to the fact that the construction plans and documents submitted by my Contractor/Architect/Civil Engineer for the **Substantial Improvement/Damage Evaluation** are **all of the improvements/repairs** that will be done to the existing building and that all additions, improvements, or repairs on the subject building are included in the construction plans and documents herewith. **No other repairs or reconstruction or additions or remodeling have been made to the subject building that are not included in the attached construction plans and documents.**

I understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made improvements or repairs **not included in the attached construction plans and documents** or that I have included non-conforming or illegal structures/additions, to the existing structure without having presented construction plans for such additions. I understand that any permit issued by {Community} pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

STATE OF ARIZONA

COUNTY OF _____

Before me this day personally appeared _____
Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

Signature Owner

Co-Owner

Sworn to and subscribed before me this _____ day of _____
A.D., 20____.

Notary Public State of Arizona

My commission expires _____

**CONTRACTOR/ARCHITECT/CIVIL ENGINEER
IMPROVEMENT/REPAIR AFFIDAVIT**

Building Permit #: _____

Contractor/Architect/Civil Engineer Name: _____

License#: _____

Owner Name: _____

Address: _____ Phone: _____

I hereby attest to the fact that the I, or a member of my staff, personally inspected the above mentioned property and produced the attached construction plans and documents for all of the improvements, repairs, reconstruction and/or remodeling which are hereby submitted for a **Substantial Improvement/Damage Evaluation**. These improvements/repairs are **all of the improvements/repairs** to this structure, and that all additions, improvements, or repairs proposed on the subject building are included in the construction plans and documents herewith.

I understand that I am subject to enforcement action and/or fines if the inspection of the property reveals that I have made improvements or repairs **not included in the attached construction plans and documents** to the existing structure without having presented plans for such additions. I understand that any permit issued by {Community} pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

STATE OF ARIZONA

COUNTY OF _____

Before me this day personally appeared _____

Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

Signature Contractor/Architect/Engineer

Date

Sworn to and subscribed before me this _____ day of _____
A.D., 20____.

Notary Public State of Arizona

My commission expires _____

DETERMINATION OF SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

(This form must be permanently retained for local, state, and federal review)

DATE OF DETERMINATION:

PERMIT NUMBER(S):

ADDRESS OF STRUCTURE:

PARCEL NUMBER:

PROJECT NAME:

NAME OF OWNER:

OTHER CONTACT(S):

PHONE NUMBER(S):

PHONE NUMBER(S):

MAILING ADDRESS:

MAILING ADDRESS:

SUBSTANTIAL IMPROVEMENT OR DAMAGE:

(Based upon attached computations)

(Circle one)

YES

NO

_____ %

TYPE OF STRUCTURE(S) INVOLVED: (Circle all that apply)

Residential Structure	Nonresidential Structure	Attached Garage	Detached Garage
Accessory Building	Shade Structure	Other _____	

TYPE OF WORK BEING DONE: (Circle all that apply)

Rehabilitation	Addition	Reconstruction	Repair Damage
Modification	Demolition	Other _____	

DATE OF CONSTRUCTION OF EXISTING STRUCTURE: _____

Is the structure **Pre-FIRM** or **Post-FIRM** ?

CURRENT PERMIT VALUE: _____

Note: Labor performed by owner or volunteers must be computed based upon construction industry standards, and the same applies to donated material. Do not include non-structure improvements such as land value, fences, pools, landscaping, etc. Attach copies of how value was determined.

PRIOR PERMIT VALUE(S):

Note: Not applicable if community does not track improvement/damages on a cumulative basis

MARKET VALUE OF STRUCTURE AND METHOD USED:

Note: To establish the “market value” take the replacement cost less depreciation of the structure. Acceptable estimates of market value can be determined by using a standard established by the community, independent appraisal, adjusted assessed value, or NFIP claims data. See publication **FEMA-213, “Answers to Questions About Substantially Damaged Buildings”**, for additional information. Attach copies of information documenting how the value was determined.

SUBSTANTIAL IMPROVEMENT OR DAMAGE COMPUTATION:

(Current permit value + prior permit values / (value of structure less depreciation))

Note: If equal to or greater than 50%, then it is considered a substantially improved structure and must be brought into compliance with local, state, and federal regulations, **ARS 48-3609.H and Chapter 44 of the Code of Federal Regulations (CFR) 59.1 and 60.3.**